

SUMTER OPERA HOUSE
PERFORMING ARTS CENTER
21 NORTH MAIN STREET
SUMTER, SOUTH CAROLINA 29150
(803) 436-2640 OR (800) 688-4748

ALL QUESTIONS MUST BE ANSWERED

(REVISED 12/08/09)

Event Date: _____

Today's Date: _____

PART 1: **Name of Organization:** _____

Address: _____ **Telephone:()** _____

City/State: _____ **Alternate Phone:** _____

PART 2 **Name of Person Responsible for Use:** _____

Address: _____ **Telephone:()** _____

City/State: _____ **Alternate Phone:** _____

PART 3 **Name of Person Responsible for Payment: (If same, please write same)** _____

Address: _____ **Telephone:()** _____

City/State: _____ **Alternate Phone:** _____

PART 4 **Type of Program:** _____
Number of Attendees: _____

Give Purpose of Use: (Full details) _____

PART 5

SUMTER OPERA HOUSE RENTAL RATES

The Sumter Opera House has a basic rental fee of \$100 per hour (3 hour minimum). There is a \$100 non-refundable deposit, due upon approval of request. The deposit is applied to your rental fee upon final payment. Rental Hours begin when doors are open for load-in and set-up, and runs continuously until auditorium is completely vacated. The building and premises are to be cleared no later than 11:30 p.m.

Special rates for educational institutions are listed below:

EDUCATIONAL RATES (primary through college)

\$25.00 per 3-hour period; \$15.00 each additional hour (week days 8:30 am – 5:00 p.m.)

\$25.00 per hour- Minimum 3 hours (weekday evenings, weekends & holidays)

Educational institutions are required to pay a \$50 non-refundable deposit, due upon approval of request.

The City of Sumter has the authority to select the type of programming presented at the Sumter Opera House. Programs containing GRATUITOUS profanity, abusive language, nudity or behavior deemed inappropriate will not be allowed. Performance references must be supplied to the Opera House Director upon request. All events must be approved before being accepted.

A \$100.00 deposit is required upon approval of request. The balance is due no later than two (2) weeks prior to the event. IF BALANCE DUE IS NOT RECEIVED BY DUE DATE, APPLICATION BECOMES NULL AND VOID AND AUDITORIUM WILL NOT BE OPENED FOR PROGRAM.

The deposit is NOT refundable; however, another date can be chosen within sixty (60) days from date of cancellation (based on availability).

***THE SUMTER OPERA HOUSE MUST BE VACATED NO LATER THAN 11:30 P.M.**

PART 6

DATES AND TIMES REQUESTED FOR USE OF OPERA HOUSE

<u>DATE</u>	<u>Load In Time</u> (Work Lights Only)	<u>Doors</u> <u>Open</u>	<u>Program</u> <u>Starts</u>	<u>Program</u> <u>Ends</u>	<u>Load Out Time</u> (Work Lights Only)
<u>Program Date</u>	_____	_____	_____	_____	_____
<u>Rehearsal Date</u>	_____	_____	_____	_____	_____
					<u>Total Hours</u>

***NO AUDIENCE WITH REHEARSAL DATES**

SPECIAL REQUESTS:

***ENTER FROM STAGE DOORS ONLY, FRONT DOORS WILL REMAIN LOCKED**

_____ **Approved To Participate in the Sumter Opera House Scholastic
Performance Series**

_____ **Sumter Opera House Performance Series**

PART 7

OFFICIAL USE ONLY

Request to lease Sumter Opera House. Granted _____ Denied _____

Are there any special conditions the Lessee must meet in order to lease the Facility?

_____ **Yes** _____ **No. If yes, specify?** _____

If request denied, reason for denial. _____

Approved by: _____ **Date:** _____

PART 8

Will dressing rooms be required? Yes _____ No _____

Will special electrical service be required? Yes _____ No _____

Comments: _____

PART 9

Sumter Opera House rental includes technical assistance. Will there be a need for a Sumter Opera House sound or lighting technician? _____yes _____no. The sound/lighting technician includes: sound checks, adjusting lighting instruments and operating light and sound boards during rehearsals and performances.

(Basic lighting consist of a non-gelled wash. House sound system consist of one on stage mic.)

Specify: SET UP - _____ hrs. REHEARSAL - _____ hrs. PERFORMANCE-_____ hrs. _

TAKE DOWN - _____ hrs. TOTAL HOURS (Technical Assist.) _____

Special Requests: _____

PART 10

OPERA HOUSE EQUIPMENT RENTAL

<u>EQUIPMENT</u>	<u>RATE</u>	<u>NUMBER NEEDED</u>	<u>DAY NEEDED</u>	<u>COST</u>
Stage Monitors(2)	\$35.00 ea. per day	_____	_____	_____
Head Sets(3)	\$10.00 ea. per day	_____	_____	_____
Chairs, (Folding)(32)	.50 ea. per day	_____	_____	_____
Tables, (Folding)(5)	\$2.00 ea. per day	_____	_____	_____
Piano (Kawai RX5)	\$75.00 per day	_____	_____	_____
Microphone/Stand/Cord(5)	\$15.00 ea. per day	_____	_____	_____

Total Equipment Rental: \$ _____

(OFFICE USE ONLY)

Deposit \$ _____

Basic Cost to Lease Sumter Opera House \$ _____

Equipment Rental (yes/no)_____ \$ _____

Safety/Security \$ _____

Total Cost \$ _____

Comments: _____

NOTICE TO PERSONS USING THE OPERA HOUSE AUDITORIUM

1. Rental Hours begin when doors are open for load-in and set-up and runs continuously until auditorium is completely vacated. The building and premises are to be cleared no later than 11:30 p.m.
2. On Sundays, Opera house will not be available for rent until 2:00 p.m.
3. The deposit is **NOT** refundable; however, a new date may be chosen **within** sixty (60) days from date of cancellation (based on availability).
4. Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness.
 - NO TAPE, PINS, TACKS OR ANY OTHER ITEMS SHOULD BE USED ON WALLS, POLES, CURTAINS OR FLOOR WITHOUT PERMISSION. ALL TAPE PLACED ON STAGE MUST BE REMOVED.
 - DO NOT DRAG EQUIPMENT, RISERS OR OTHER HEAVY OBJECTS OVER STAGE FLOOR.
 - NO FOOD OR DRINKS ARE ALLOWED IN THE AUDITORIUM AREA.
 - NO SMOKING IN THE BUILDING ANYWHERE!
 - NO OPEN FLAME (CANDLES, etc.)
5. Any special request should be stated on the application.
6. The City will **NOT** be responsible for any property not removed from the premises the next working day following the use of the building.
7. The seating capacity of the Opera House is Five Hundred Twenty (520).
8. The City's representative at the auditorium is the ultimate authority on the use of the facility and his/her decisions are final.
9. VIOLATIONS OF THE ABOVE CAN RESULT IN VACATING THE PREMISES IMMEDIATELY AND/OR NOT USING THE FACILITY IN THE FUTURE.

THESE RULES MUST BE FOLLOWED!!!!

I HAVE READ AND WILL COMPLY WITH ALL REGULATIONS OF THE SUMTER OPERA HOUSE.

(Person Responsible For Use)

Date _____

SAFETY/SECURITY

The Management of the Sumter Opera House requires that safety/security personnel be present during the lease period. One off-duty City of Sumter police officer must be present for events attended by up to 100 people. A second off-duty City of Sumter police officer must be present for events in excess of 100 people. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. City personnel will make all arrangements to secure the required officers for the safety/security force.

I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. I also understand that I will pay these personnel at the completion of the lease period.(Pay Rate: \$15 per hour per officer - There is a 3 hour minimum)

Special Requests:

SIGNED _____ DATE _____
(Person responsible for use)

OPERA HOUSE RENTAL APPLICATION

Please complete and return the enclosed application as soon as possible to the address below. Please keep in mind that your application and deposit reserves your date. If you have any questions, please call (803) 436-2640.

**City of Sumter – Swan Lake Visitors Center
ATTN: Groups and Facilities Coordinator
P.O. Box 1449
Sumter, SC 29151**

(City of Sumter Opera House)
FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the Sumter Opera House and agree to see that all the regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

(Print Name)

Signature

Date

For Office Use and Refund Approvals:

*Deposit:*_____

*Check #:*_____

*Credit Card #:*_____

*Exp. Date:*_____ *VIN#:*_____

*Deposit Paid By:*_____

*Payment Paid By:*_____

*Balance Due:*_____

*Total Paid:*_____

*Deposit Received:*_____

*Rental Fee Received:*_____

_____ *Revenue: 110-0000-364.45-10*